CHILDREN/TEENS VIRTUAL PROGRAM PLANNING CHECKLIST

PROGRAM PLANNING AND ADMINISTRATION

REGISTRATION
☐ All Virtual Programs Must be Registered on COC Portal
☐ FORMS (The forms below must be completed by Parent)
☐ Parental Consent and Release of Waiver Liability Agreement
☐ Media Release
☐ Medical Information Release
☐ Complete Summer ITS Support Form-Program Administrator

UNIVERSITY SUPPORTED VIRTUAL PROGRAMS
Note: It is recommended that you use U-M Supported Programs for Virtual Experiences (Google Suite, Zoom, Canvas, View Point)

What program or application are you using?
☐ Has this program been approved by Department/Dean?
☐ Is this program Supported by ITS?

SAFETY AND SECURITY
Have all children/teens and parents been made aware of reporting mechanisms related to online security concerns?
☐ Has training been provided to Authorized Adults regarding requirements for reporting violations of policy?
☐ Have on-line resources been reviewed to ensure they are well suitable for children/teens?
☐ Are recreational events or activities that involve physical activity included in the on-line programming? (Examples: running, jumping, exercising)
☐ Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels?
☐ Have arrangements been made for review of the safe use, proper handling, and supervision of participants engaged in these activities or utilizing such devices?
☐ How will a review be conducted so that participants as well as supervisors understand safe handling protocols?
☐ What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?
☐ Have you consulted with Environment, Health & Safety (EHS) ehs.umich.edu or 647-1143; or Risk Management Services finance.umich.edu/risk-management or 764-2200 - regarding activities that pose unique risk factors?

SUPERVISION- ONE-ON-ONE ONLINE ENGAGEMENT IS NOT ALLOWED- THE RULES OF THREE SHOULD BE OBSERVED.
☐ Have background checks been performed on all adult staff/volunteers?
☐ What level of supervision do the participants require?
☐ Is the child/adult ratio within guidelines based on the type of activities and ages of participants?
☐ Will Chatrooms be disabled or monitored to avoid Cyberbullying?
☐ Have you reviewed the authorized adults Code of Conduct with all staff/volunteers?
☐ Have adults been fully briefed about guidelines for interacting with minors on Social Media? Social Media Guidelines
☐ Have all authorized adults received training on safety and emergency practices?
☐ Are policies/procedures in place to address violations of policy by both participants and staff/volunteers?
☐ Is the program time scheduled with minimal or no free unsupervised on-line time? If no, what can you do to minimize unsupervised on-line activities or time on the schedule?
☐ Have arrangements been made to ensure adequate on-line adult supervision?

MEDICAL REQUIREMENTS AND ADA COMPLIANCE
☐ Is there medical verification confirming the ability of the student to safely participate in virtual activities?
☐ Have provisions been made for special accommodations or restrictions? Review ADA Requirements. ADA Guidelines
☐ Do you have a mechanism in place to require medical clearance if there is a questionable risk on the health assessment form?
☐ Have you consulted with University Health Services to review medical information?
DISCIPLINE

Are participants and parents/legal guardians fully apprised of the participant rules and consequences of not adhering to them?

Are there standards and procedures in place to address discipline issues?

Who needs to be notified?

How is notification to occur?

Who decides on the method/seriousness of discipline?

Is there an opportunity to appeal?

What additional procedures will be followed in the event of allegations of illegal activities?

(Note: The Department of Public Safety must be contacted).

If it is determined that participants are unable to remain with the program, what provisions are in place to return them home?

TRAINING

PROGRAM MANAGERS SHOULD REVIEW THE U-M POLICY ON SAFE COMPUTING U-M SAFE COMPUTING

What proactive steps can you take to educate program participants about strategies as well as expectations for minimizing risks during virtual program participation?

How will you assure that participants understand training?

Is there a comprehensive training program for all adults who will serve as supervisors and/or instructors for this program? What are the components of this training and how often is this training scheduled?

Who will facilitate this training and what resources have been used to assure training is accurate?

EQUIPMENT

Do all users have access to equipment (tablet, computer)

Do all users have access to internet?

Have you explored Free Internet Resources as an option for students with limited or no internet access?

IT IS RECOMMENDED THAT FACULTY AND STAFF USE A U-M VPN ACCESS WHEN DELIVERING ONLINE PROGRAMMING VIRTUALLY TO REDUCE CYBER SECURITY BREACHES/COMPROMISE.